



INDIANA COMMISSION *for*  
HIGHER EDUCATION

## **2016 USER MANUAL**

### **Core 40 with Honors Internet Update System (CHIPS)**

**Version I  
February 5, 2016**

## TABLE OF CONTENTS

<b>I.</b>	<b>INTRODUCTION</b>	<b>3</b>
a.	DEADLINES	3
<b>II.</b>	<b>DATA OVERVIEW</b>	<b>4</b>
a.	TERMS AND CONDITIONS (USER AGREEMENT)	4
b.	VERIFICATION FORM	4
c.	DATA ACCURACY	4
d.	DATA ENTRY	4
e.	ELIGIBLE STUDENTS	4
f.	REQUIRED DATA FIELDS	5
<b>III.</b>	<b>ACCESS CHIPS</b>	<b>6</b>
a.	GETTING STARTED	6
b.	LOG IN	8
c.	FORGOT PASSWORD	9
d.	CHANGE PASSWORD	11
<b>IV.</b>	<b>DATA ENTRY</b>	<b>12</b>
a.	MANUAL ENTRY OF STUDENT DATA	13
b.	UPLOAD ENTRY OF STUDENT DATA	14
c.	EDIT A STUDENT RECORD	17
<b>V.</b>	<b>VIEW AND ANALYZE THE DATA</b>	<b>20</b>
a.	RESULT	21

## I. INTRODUCTION

The Frank O'Bannon Award is a need-based financial aid program administered by the Indiana Commission for Higher Education. Graduates who demonstrate financial need and earn an Academic or Technical Honors diploma are eligible to receive an incentive increase to their Frank O'Bannon award.

CHIPS (Core 40 with Honors Internet Update System) is a web-based application developed to facilitate the reporting of eligible Academic or Technical Honors graduates to CHE. Graduates not reported through CHIPS may not receive the full financial aid award for which they are eligible.

CHIPS stores all data on a secure server requiring a user ID and password for access. All data is encrypted to ensure maximum privacy, confidentiality and security. Stored data is held in the highest confidence and regularly backed-up.

### DEADLINES

In order for a student to be considered for state financial aid (including the Frank O'Bannon award program) for the 2015-2016 academic year, the student's 2015-2016 FAFSA must be completed and received by the federal processor by the **March 10, 2016** receipt date deadline (any edits or issues have to then be corrected by **May 15, 2016**).

The initial deadline to enter students into CHIPS is **March 11, 2016**. Reporting by this date helps the state make projections regarding the number of students who may be eligible to receive the incentive for the upcoming academic year. Many students may not have filed the FAFSA by this initial reporting date. Therefore, it will be difficult to analyze the result codes for every student during this initial reporting. (See View and Analyze the Data for further details about result codes.) It is important to review the reported CHIPS data throughout the spring to enable matches between CHIPS and the FAFSA data and to update any changes in diploma status for students previously reported. The deadline for FINAL reporting is **June 12, 2016**.

Deadline	Date
Initial CHIPS Reporting	March 11, 2016
Final CHIPS Updates	June 15, 2016

## **II. DATA OVERVIEW**

Prior to entering data into CHIPS, please review the following information.

### **TERMS AND CONDITIONS (USER AGREEMENT)**

CHE trust that only authorized high school staff will have access to CHIPS data entry and review. The User Agreement must be reviewed by high school personnel and remains in effect until CHE revises or revokes it. All staff working with CHIPS must abide by the principals set forth in the User Agreement. Before logging into CHIPS, each user must read and agree to the terms of the Agreement before proceeding to the next step.

### **VERIFICATION FORM**

The Verification Form has been updated for the 2016 CHIPS reporting cycle and is available online at <http://www.in.gov/che/4518.htm>. The form may be printed and copied. It is to be used to obtain the needed data for CHIPS reporting and permission from parents to make the data available to CHE. Do not send the Verification Form to CHE. It should be kept in accordance with the high school's record keeping requirements.

Some students and parents might be reluctant to disclose social security numbers. If a parent or student does not wish to provide this information, they may decline to do so. However, it is important to note that if the student is not reported via CHIPS, he or she will not be able to receive the incentive increase to his or her Frank O'Bannon award.

### **DATA ACCURACY**

Entering the correct Social Security Number, first and last name and date of birth for each student is extremely important. These data elements are matched against those reported by the student on the Free Application for Federal Student Aid (FAFSA), which is matched against Social Security Administration records. If there is no match, the student cannot be awarded the incentive increase to the Frank O'Bannon award.

### **DATA ENTRY**

CHIPS provides two options to enter student data: 1) manual entry of one student at a time or 2) an upload of a previously prepared and appropriately formatted text file. Each student's record can be added only once. However, multiple files may be uploaded to add new students to the system each time.

### **ELIGIBLE STUDENTS**

Only those students who are U.S. citizens or eligible non-citizens with a social security number should be reported via CHIPS. (For more information regarding non-citizen eligibility, please visit <http://www.fafsa.ed.gov/help/fotw15a.htm>.) While other students should not be reported to CHE, they

still may be eligible to earn the Academic or Technical Honors diploma through the Indiana Department of Education. Please contact IDOE with any questions about diploma eligibility.

## **REQUIRED DATA FIELDS**

### *SOCIAL SECURITY NUMBER (SSN)*

The student's SSN must be entered as nine digits without dashes or other punctuation (e.g., 123456789). Any other data entry will result in an error, which will be displayed on screen. The SSN must be properly entered in order to proceed with data entry or updates. The SSN must be the same as that indicated on the student's Social Security card.

### *LAST NAME*

The student's last name must be entered as it appears on his or her Social Security card. If you are not able to verify the name on the student's card, enter the last name as it will appear on the student's diploma or as it appears on the student's FAFSA. Do not use suffixes, such as "Jr" or "II," unless you are sure the suffix is listed on the FAFSA. Also, avoid using apostrophes or other punctuation ("O'Brien" or "Taylor-Smith") unless you are sure the student's name includes this punctuation on the FAFSA.

### *FIRST NAME*

The student's first name must be entered as it is listed on his or her Social Security card. If you are not able to verify the name on the student's card, enter the first name as it will appear on the student's diploma or as it appears on the student's FAFSA. Avoid abbreviations and nicknames such as "Chris" for "Christopher" or "Missy" for "Melissa."

### *DATE OF BIRTH (DOB)*

The student's date of birth must be entered as eight characters with slashes. For example, if a student's date of birth is January 7, 1994, it must be entered as 01/07/1994. The format must be mm/dd/ccyy, where "mm" must be a valid month, 01 to 12; "dd" a valid day of the month, 01 to 31; and "ccyy" a valid year. The DOB is reviewed to ensure it is valid and reasonable. For example, "2006" is not a reasonable birth year for a high school senior. (If you do have a graduating student with an unusual birth year, please contact CHE to have the system manually updated.) Errors are reported in red text and must be fixed before CHIPS will accept the date.

### *DIPLOMA TYPE*

Only those students who are on track to earn an Academic or Technical Honors diploma should be reported through CHIPS. When uploading a student's data, please select between the AH and TH options. Students earning a regular Core 40 diploma should NOT be reported through CHIPS.

When updating a students' record, a third option is available: "Neither." This option should be used to update the record for a student previously entered into CHIPS who has failed to earn the Academic or Technical Honors diploma previously indicated.

### III. ACCESS CHIPS

For security reasons, CHIPS is reset each year. The information used to access CHIPS in 2015 will not work in 2016.

For those users who provided confirmation of their contact information, an email containing the User ID and instructions for obtaining a password was sent.

If you did not provide confirmation of your contact information prior to this date or did not receive the introductory email, please contact CHE at [ahdc40@che.in.gov](mailto:ahdc40@che.in.gov).

#### GETTING STARTED

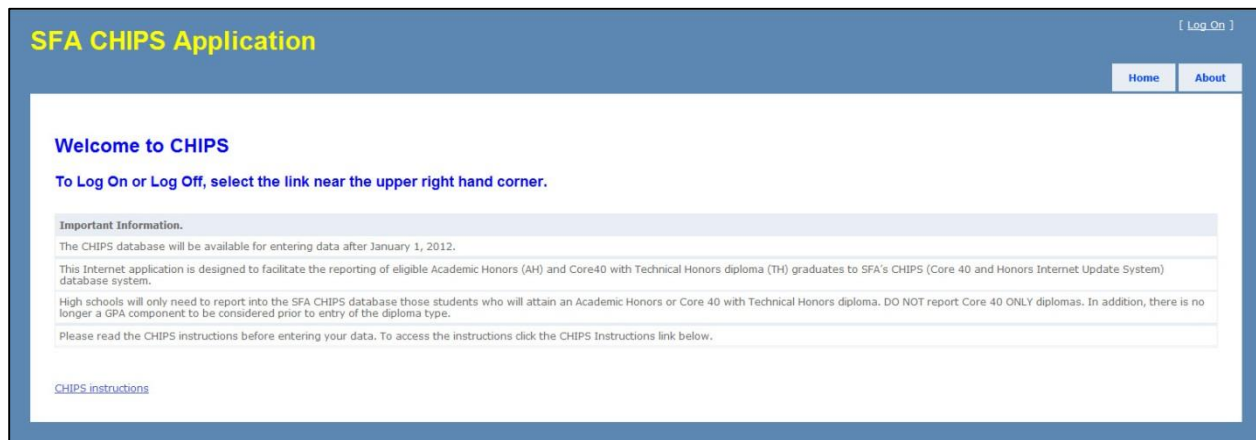
CHIPS requires the user's internet browser to be Microsoft's Internet Explorer. At minimum, users will need to use Internet Explorer Version 6.0 or later.

CHIPS may be accessed by direct link: <https://studentaid.ssaci.in.gov/CHIPS/> or through CHE's homepage: <http://www.in.gov/CHE/index.htm>. If you choose to access CHIPS through the homepage, select **State Financial Aid** from the menu on the left-hand side of the page, then **High School Counselors**.

The screenshot shows the Indiana Commission for Higher Education (ICHE) website. The top navigation bar includes links for Text, Find an Agency, Find a Person, Account Center, Online Services, FAQs, Help, and a language selector. The main header features the IN.gov logo, the slogan 'A State that Works', and a search bar. Below the header is a horizontal menu with various departmental links. The main content area is titled 'Indiana Commission for Higher Education' and includes a 'CHE HOME' sidebar with links to 'About the Commission', 'Boards, Committees and Councils', 'Meetings and Events', 'Strategic Plan', 'Student Complaints', and 'Requests for Proposal'. The 'LEARN ABOUT' section lists 'Academic Affairs', 'Budget and Finance', 'Data and Research', and 'State Financial Aid'. The 'REPORTS' section lists 'College Readiness', 'College Completion Reports', 'Return on Investment Reports', and 'Scholar Scorecards'. The 'COLLEGES AND UNIVERSITIES' section is also visible. A red arrow points to the 'State Financial Aid' link in the 'LEARN ABOUT' section. A second red arrow points to the 'High School Counselors' link in the dropdown menu that appears when 'State Financial Aid' is selected. The dropdown menu also includes links for 'Application Filing Deadlines', 'Credit Completion Requirements', 'Eligible Indiana Institutions', 'Financial Aid Administrators', 'Financial Aid Appeals', 'Frequently Asked Questions (FAQs)', 'State Financial Aid - General Information', and 'State Financial Aid - By Program'.

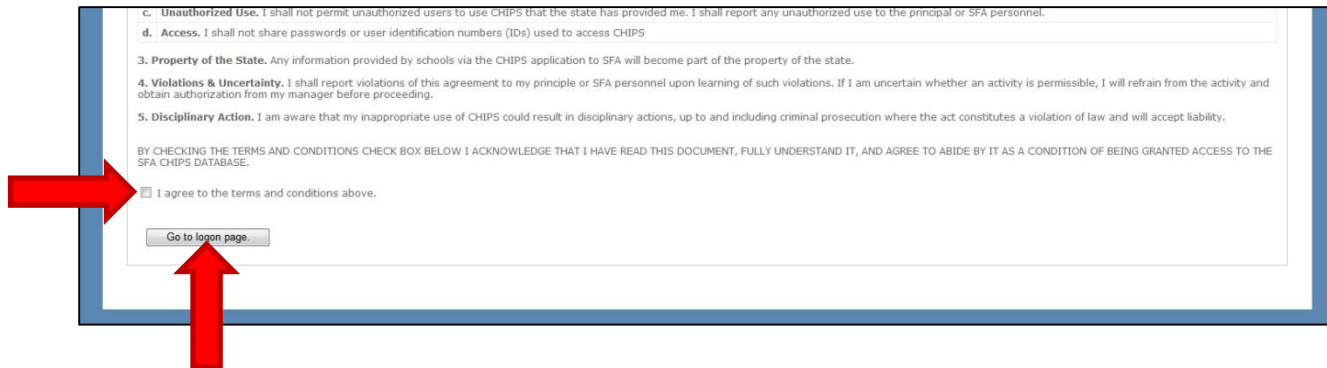
After selecting the link from the left-hand menu, click on the **CHIPS Online Portal** link at the bottom of the page to access the data reporting site.

The homepage is the first displayed. Click on the “Log On” link in the upper right hand corner to process to the Terms and Conditions (User Agreement) page.



The screenshot shows the 'SFA CHIPS Application' homepage. At the top, there is a blue header with the title 'SFA CHIPS Application' in yellow. In the top right corner, there is a '[ Log On ]' link and two buttons labeled 'Home' and 'About'. The main content area has a 'Welcome to CHIPS' heading followed by a instruction: 'To Log On or Log Off, select the link near the upper right hand corner.' Below this is a section titled 'Important Information.' containing several paragraphs of text about the database's availability, purpose, and reporting requirements. At the bottom of this section is a link for 'CHIPS instructions'.

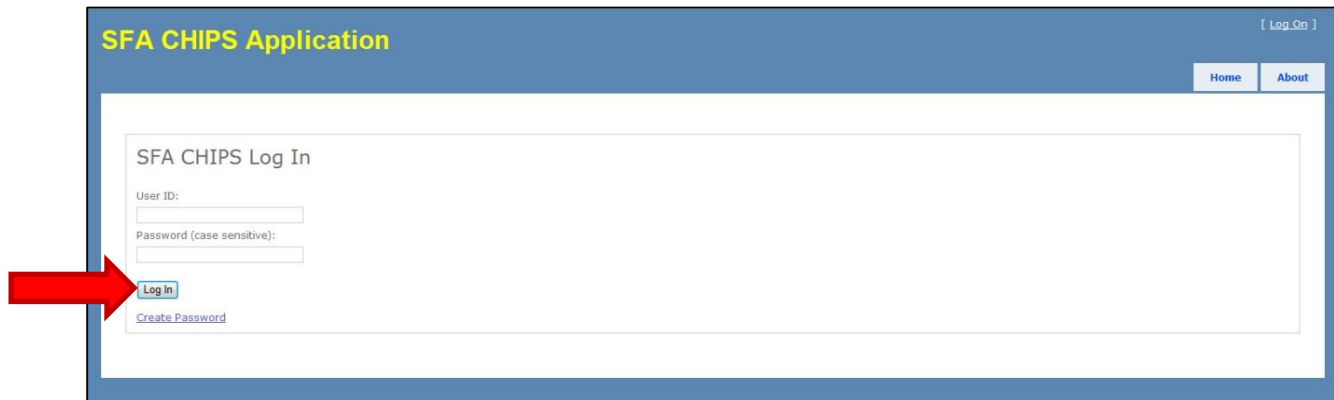
After reading the terms and conditions carefully, check the “I agree...” box and click the “Go to logon page” button to continue.



The screenshot shows the 'Terms and Conditions' page. It contains several numbered sections: 'c. Unauthorized Use', 'd. Access', '3. Property of the State', '4. Violations & Uncertainty', and '5. Disciplinary Action'. Below these sections is a paragraph stating that by checking the terms and conditions checkbox, the user acknowledges reading and agreeing to the document. There is a checkbox labeled 'I agree to the terms and conditions above.' and a button labeled 'Go to logon page.' Two red arrows are overlaid on the image: one points to the checkbox, and the other points to the 'Go to logon page' button.

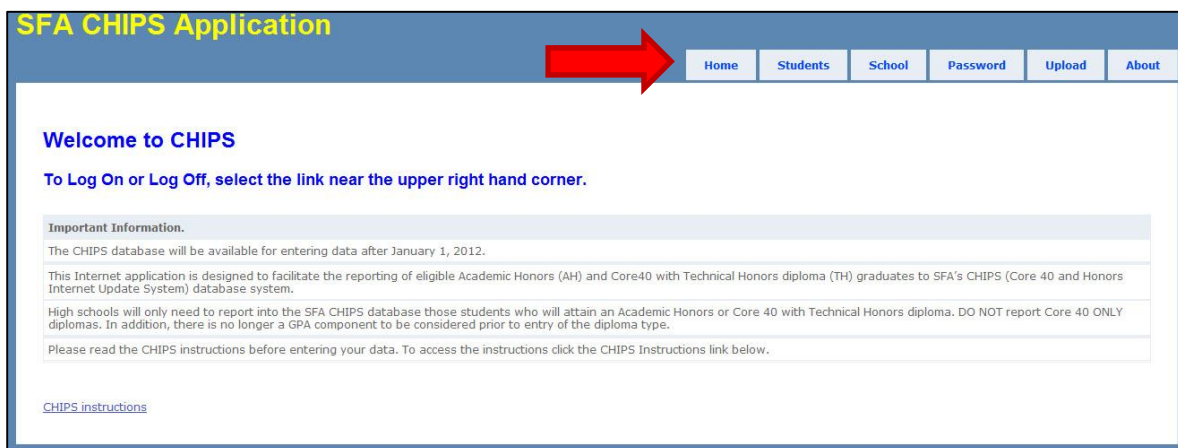
## LOG IN

From the log in page, you will be asked to supply your User ID and Password. (Both the User ID and Password are case sensitive.) For those users who provided confirmation of their contact information, the User ID was provided via email. You will need to create a password to log in to CHIPS for the first time. (The create password function also may be used anytime you forget your password.) Click the “Log In” button after entering your User ID and password to proceed.



The screenshot shows the 'SFA CHIPS Application' header with a '[ Log On ]' link in the top right. Below the header is a navigation bar with 'Home' and 'About' buttons. The main content area is titled 'SFA CHIPS Log In' and contains two input fields: 'User ID:' and 'Password (case sensitive):'. Below these fields are two buttons: 'Log In' and 'Create Password'. A large red arrow points directly to the 'Log In' button.

Once you have successfully logged in to CHIPS, you will see a home screen that is similar to the original homepage but with more options. These links may be used to navigate throughout CHIPS.

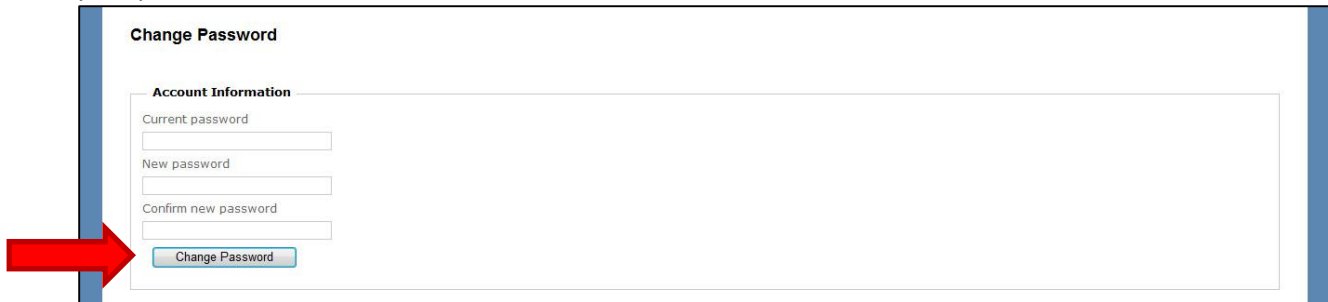


The screenshot shows the 'SFA CHIPS Application' header. The navigation bar now includes additional links: 'Home', 'Students', 'School', 'Password', 'Upload', and 'About'. A red arrow points to the 'Home' button. Below the navigation bar, the page says 'Welcome to CHIPS' and 'To Log On or Log Off, select the link near the upper right hand corner.' There is a section titled 'Important Information.' with several lines of text regarding the database availability and reporting requirements. At the bottom, there is a link for 'CHIPS instructions'.



## **\*\*FIRST TIME LOG IN ONLY\*\***

If this is the first time you are logging into CHIPS for the reporting year you will be prompted to change your password. The screen will look like the one below.



The screenshot shows a web form titled "Change Password". Under the heading "Account Information", there are three input fields: "Current password", "New password", and "Confirm new password". Below these fields is a blue button labeled "Change Password". A large red arrow points from the left side of the page towards this button.

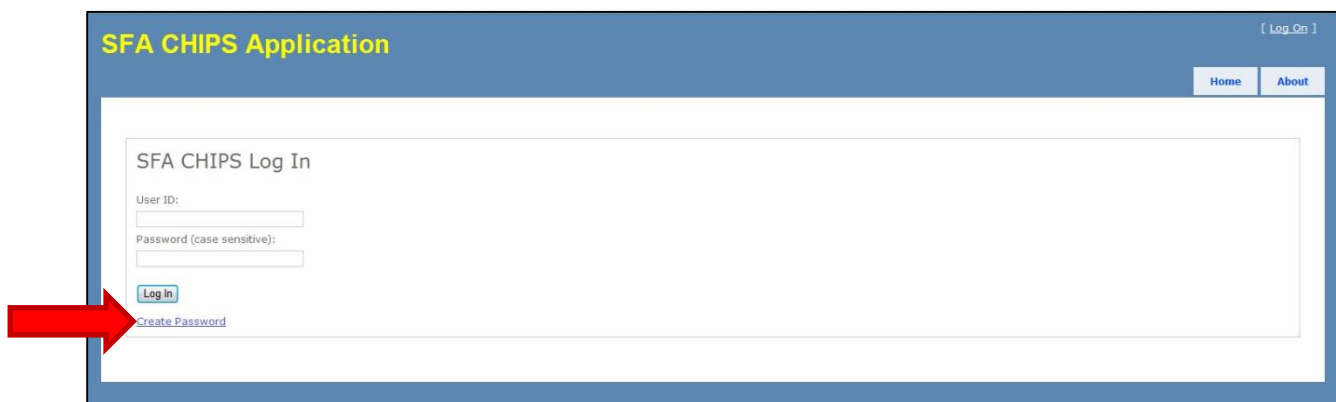
A confirmation message will display to indicate when your password has been successfully changed.



The screenshot shows a confirmation message within a blue-bordered box. At the top right of the box are two links: "Home" and "About". The main heading is "Change Password". Below it, the text reads: "Your password has been changed successfully."

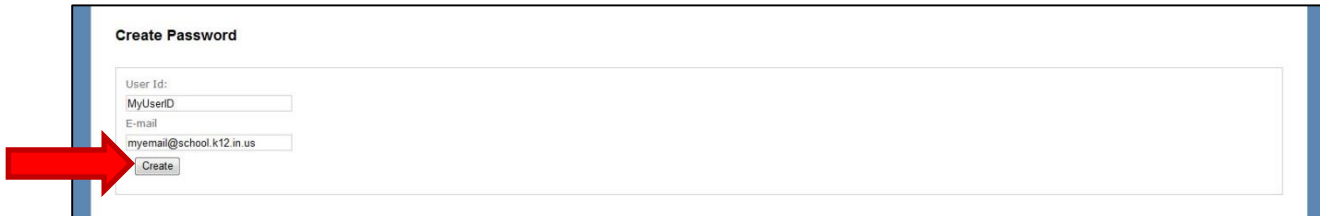
## **FORGOT PASSWORD**

If you have forgotten your password, you may create a new password by clicking the "Create Password" link. New passwords are required to be a minimum of 10 characters in length.



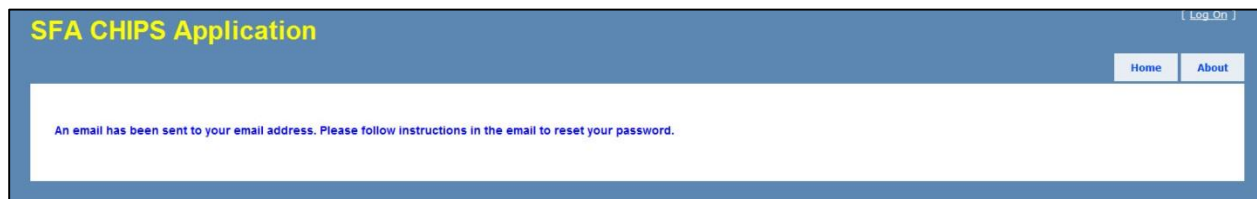
The screenshot shows the "SFA CHIPS Application" login page. The header includes the application name and a "[ Log On ]" link. Navigation links "Home" and "About" are in the top right. The main form is titled "SFA CHIPS Log In" and contains input fields for "User ID:" and "Password (case sensitive):". Below these fields are two links: "Log In" and "Create Password". A large red arrow points from the left side of the page towards the "Create Password" link.

On the “Create Password” screen, enter your User ID and your email address. You must use the email address to which your User ID was sent. Click the “Create” button to proceed.



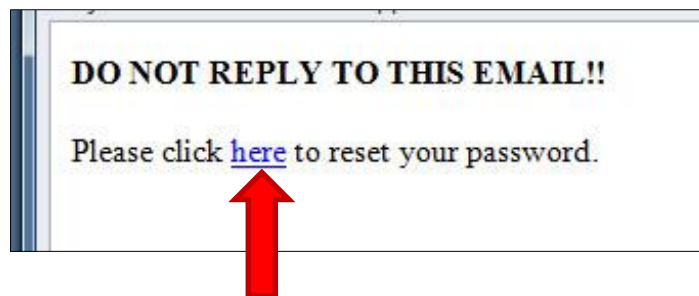
The screenshot shows a web form titled "Create Password". It has two input fields: "User Id:" with the text "MyUserID" and "E-mail" with the text "myemail@school.k12.in.us". Below these fields is a "Create" button. A large red arrow points from the left towards the "Create" button.

A confirmation will display informing you that instructions for creating a password have been sent to your email address.



The screenshot shows a web page titled "SFA CHIPS Application" in yellow text on a blue header. In the top right corner of the header is a "[ Log On ]" link. Below the header are two buttons: "Home" and "About". The main content area has a message: "An email has been sent to your email address. Please follow instructions in the email to reset your password."

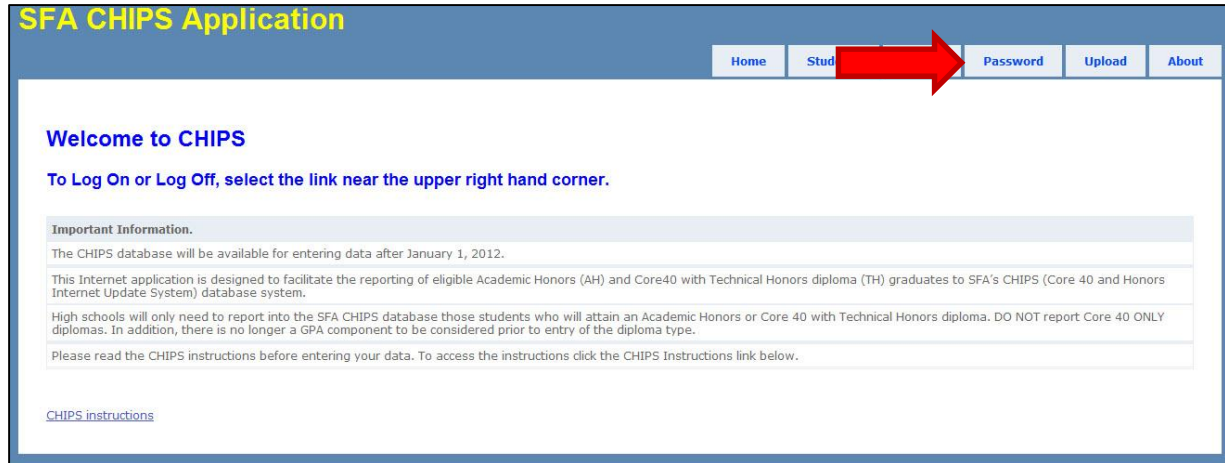
Click on the link provided in the email and follow the steps to create a password.



The screenshot shows an email body with the text "DO NOT REPLY TO THIS EMAIL!!" in bold. Below it is the text "Please click [here](#) to reset your password." A large red arrow points upwards towards the word "here", which is a blue hyperlink.

## CHANGE PASSWORD

Once you have successfully logged in to CHIPS, you may change your password at any time. Select the “Password” tab.



**SFA CHIPS Application**

Home Stud **Password** Upload About

**Welcome to CHIPS**

To Log On or Log Off, select the link near the upper right hand corner.

**Important Information.**

The CHIPS database will be available for entering data after January 1, 2012.

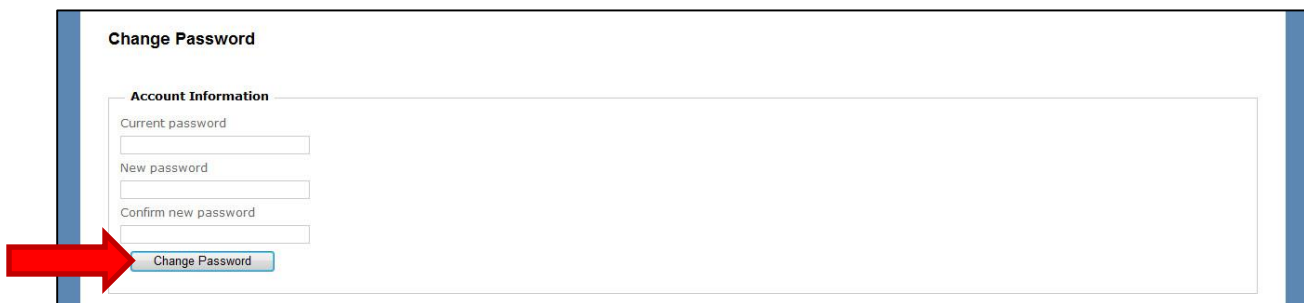
This Internet application is designed to facilitate the reporting of eligible Academic Honors (AH) and Core40 with Technical Honors diploma (TH) graduates to SFA's CHIPS (Core 40 and Honors Internet Update System) database system.

High schools will only need to report into the SFA CHIPS database those students who will attain an Academic Honors or Core 40 with Technical Honors diploma. DO NOT report Core 40 ONLY diplomas. In addition, there is no longer a GPA component to be considered prior to entry of the diploma type.

Please read the CHIPS instructions before entering your data. To access the instructions click the CHIPS Instructions link below.

[CHIPS instructions](#)

Provide your current and new password. Click the “Change Password” button to proceed.



**Change Password**

**Account Information**


Current password

New password

Confirm new password

**Change Password**

A confirmation message will display to indicate when your password has been successfully changed.



Home About

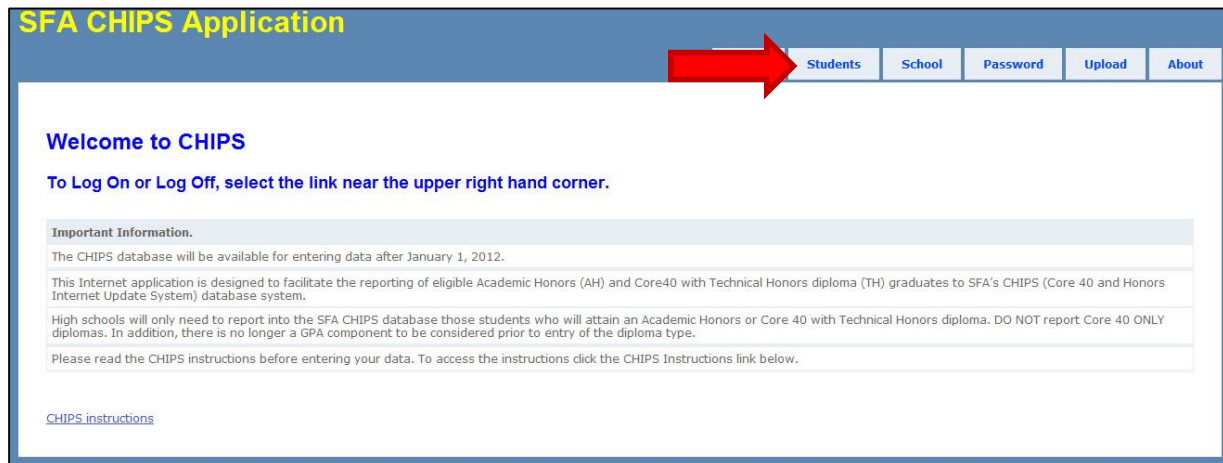
**Change Password**

Your password has been changed successfully.

## IV. DATA ENTRY

### MANUAL ENTRY OF STUDENT DATA

Select the “Students” tab to access the list of student records.



**SFA CHIPS Application**

[Students](#) [School](#) [Password](#) [Upload](#) [About](#)

**Welcome to CHIPS**

To Log On or Log Off, select the link near the upper right hand corner.

**Important Information.**

The CHIPS database will be available for entering data after January 1, 2012.

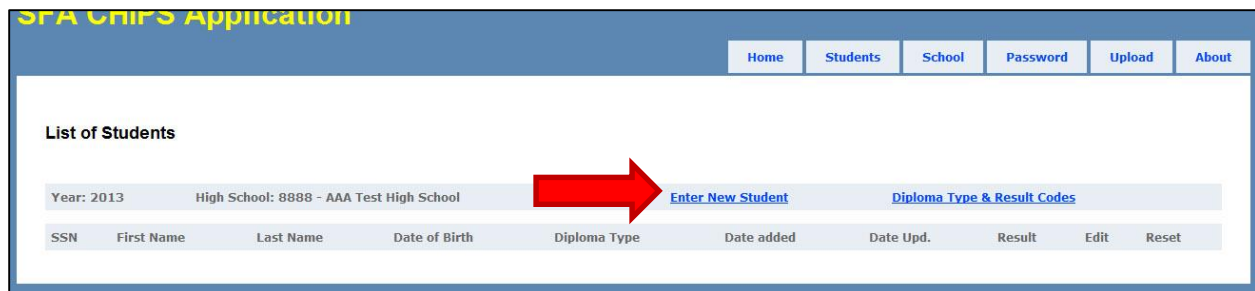
This Internet application is designed to facilitate the reporting of eligible Academic Honors (AH) and Core40 with Technical Honors diploma (TH) graduates to SFA's CHIPS (Core 40 and Honors Internet Update System) database system.

High schools will only need to report into the SFA CHIPS database those students who will attain an Academic Honors or Core 40 with Technical Honors diploma. DO NOT report Core 40 ONLY diplomas. In addition, there is no longer a GPA component to be considered prior to entry of the diploma type.

Please read the CHIPS instructions before entering your data. To access the instructions click the CHIPS Instructions link below.

[CHIPS instructions](#)

Click the “Enter New Student” link.



**SFA CHIPS Application**

[Home](#) [Students](#) [School](#) [Password](#) [Upload](#) [About](#)

**List of Students**

Year: 2013      High School: 8888 - AAA Test High School

[Enter New Student](#)      [Diploma Type & Result Codes](#)

SSN	First Name	Last Name	Date of Birth	Diploma Type	Date added	Date Upd.	Result	Edit	Reset
-----	------------	-----------	---------------	--------------	------------	-----------	--------	------	-------

Enter the student's Social Security Number, first name, last name and date of birth. Select either "Academic Honors" or "Technical Honors" from the drop down menu. The system assumes the school code based on your log in designation and automatically populates the year.

Click the "Create" button to enter the student in to the database.

**SFA CHIPS Application**

Home Students School Password Upload About

**Create Student**

**Fields**

School Code:

Year:

SSN (ex: 111223333):

First Name:

Last Name:

Date of Births (ex: 05/17/1992):

Diploma Type:  
Academic Honors ▾

[Back to List](#)

## UPLOAD ENTRY OF STUDENT DATA

*Note: The upload option may only be used to add new records. If changes or corrections are needed, please follow the steps outlined under Edit a Student Record.*

### *APPROPRIATELY FORMAT THE FILE*

The file must be a text file saved in either “tab delimited” or “comma delimited” format. The file may be prepared from an application such as Microsoft Excel and then saved using the “Save As” function in the appropriate format. The file also may be created directly in a simple text editor such as Windows Notepad.

A student record consists of five required data fields: Social Security Number, Last Name, First Name, Date of Birth and Diploma Type. The required fields must be in this order. Each data field must conform to the rules for that data field (see Required Data Fields for details). **Do not use a header record when formatting a file.**

Each data field must be separated by a TAB (ASCII decimal value 009) or a comma (ASCII decimal value 044). Each record must end with a CR character (“carriage return,” ASCII decimal value 013) and LF character (“line feed,” ASCII decimal value 010) in that order. Computer applications that use a “print” statement to create text records will automatically put <CR><LF> at the end of each record. The “Save As” function of Excel and hitting the Enter key in Windows Notepad also will automatically populate these characters. Either the TAB or comma delimited format must be used consistently throughout the data set. If correct, the uploaded data will be available immediately. An error message will display for each incorrect record in the dataset.

Examples of valid records include:

*(comma delimited)*

123456789, Smith, John, 01/01/1994, AH  
987654321, Berry, Holly, 11/14/1995, TH

-OR-

*(tab delimited)*

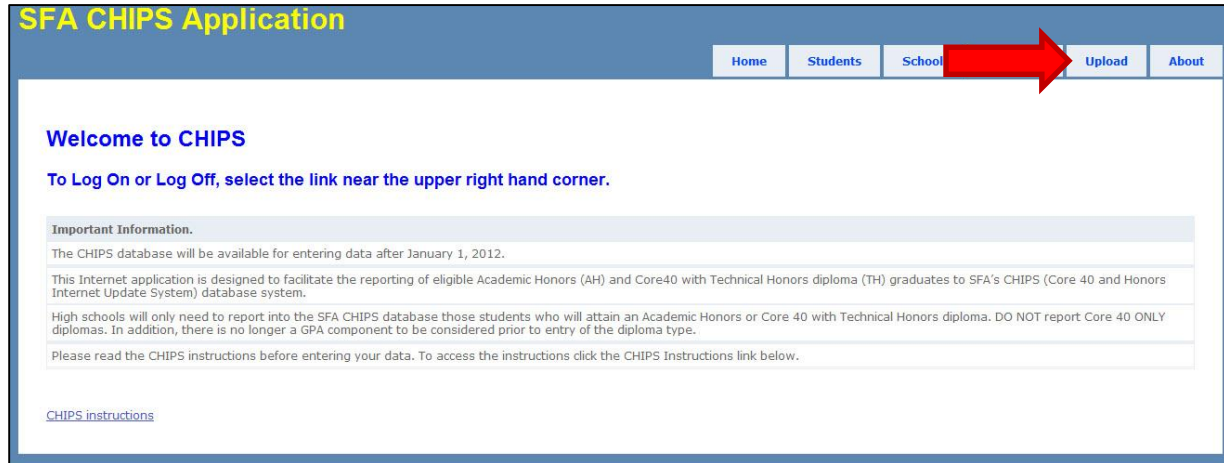
123456789<TAB>Smith<TAB>John<TAB>01/01/1994<TAB>AH  
987654321<TAB>Berry<TAB>Holly<TAB>11/14/1995<TAB>TH

<TAB> = the tab character inserted by your computer

The name of the file does not matter

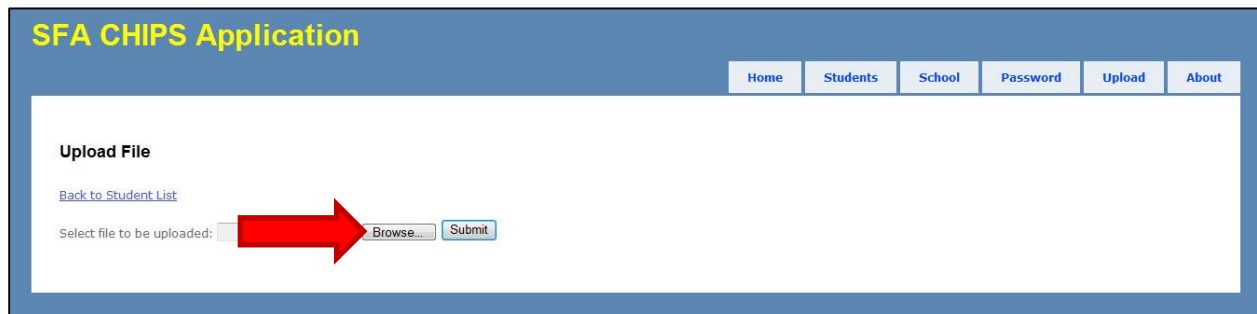
## UPLOAD A DATA FILE

Select the “Upload” tab to access the upload tool. [You may access the upload function from any page within CHIPS.]



The screenshot shows the SFA CHIPS Application homepage. The navigation bar at the top includes links for Home, Students, School, Upload, and About. A red arrow points to the Upload tab. The main content area has a heading "Welcome to CHIPS" and a subheading "To Log On or Log Off, select the link near the upper right hand corner." Below this is a section titled "Important Information." containing several paragraphs of text and a link to "CHIPS instructions".

Click the “Browse” button to locate the appropriate file on your computer.



The screenshot shows the SFA CHIPS Application Upload File page. The navigation bar at the top includes links for Home, Students, School, Password, Upload, and About. The main content area has a heading "Upload File" and a link to "Back to Student List". Below this is a text input field labeled "Select file to be uploaded:" followed by a "Browse..." button and a "Submit" button. A red arrow points to the Browse button.

Once you have selected the appropriate file from your computer, the file will appear in the window next to the “Browse” button.



The screenshot shows the SFA CHIPS Application Upload File page. The navigation bar at the top includes links for Home, Students, School, Password, Upload, and About. The main content area has a heading "Upload File" and a link to "Back to Student List". Below this is a text input field labeled "Select file to be uploaded:" followed by a "Browse..." button and a "Submit" button. A red arrow points to the input field, which now contains the file path "C:\Users\ajstanley\Desktop\".

Click “Submit” to upload the file.



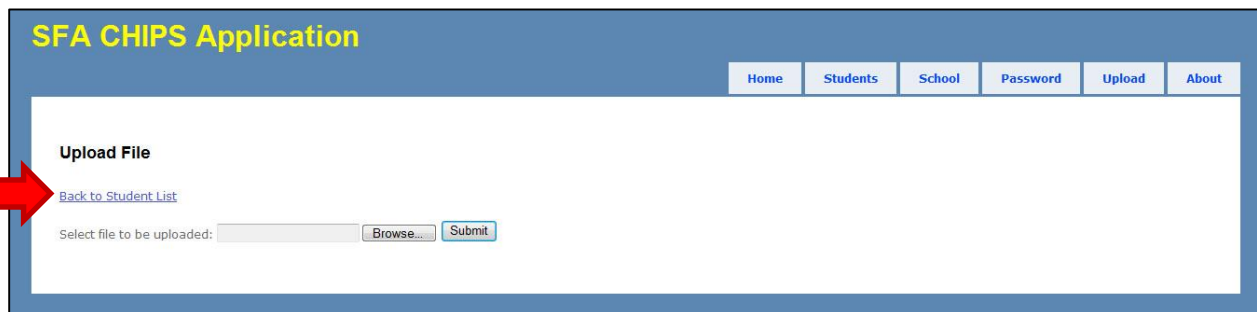
The screenshot shows the 'SFA CHIPS Application' interface with a navigation bar containing 'Home', 'Students', 'School', 'Password', 'Upload', and 'About'. The 'Upload File' section includes a link 'Back to Student List' and a text input field containing 'C:\Users\ajstanley'. A red arrow points to the 'Submit' button.

Each student may only be entered once into CHIPS. Therefore, if the text file contains a Social Security Number that already exists in the database, you will receive an error message. To make changes to an existing student’s record, follow the steps outlined under Edit a Student Record. Similar error codes will be displayed if the data elements are not formatted correctly.



The screenshot shows the 'SFA CHIPS Application' interface with a navigation bar containing 'Home', 'Students', 'School', 'Password', 'Upload', and 'About'. The 'Upload File' section includes a link 'Back to Student List' and two red error messages: 'Saving data for SSN 123456789 failed. SSN already exists.' and 'Saving data for SSN 987654321 failed. SSN already exists.'. Below the messages is a text input field and 'Browse...' and 'Submit' buttons. A red arrow points to the error messages.

To view the records that were successfully uploaded into CHIPS, click the “Back to Student List” link.



The screenshot shows the 'SFA CHIPS Application' interface with a navigation bar containing 'Home', 'Students', 'School', 'Password', 'Upload', and 'About'. The 'Upload File' section includes a link 'Back to Student List' and a text input field. A red arrow points to the 'Back to Student List' link.



Review the student list to ensure all students from your text file uploaded properly. If you notice an issue, you may edit a student's record, manually enter a student's data or upload another previously prepared and appropriately formatted text file.

SFA CHIPS Application

[Home](#)
[Students](#)
[School](#)
[Password](#)
[Upload](#)
[About](#)

List of Students

Year: 2013
High School: 8888 - AAA Test High School
[Enter New Student](#)
[Diploma Type & Result Codes](#)

SSN	First Name	Last Name	Date of Birth	Diploma Type	Date added	Date Upd.	Result	Edit	Reset
987654321	Holly	Berry	11/14/1995	TH	01/03/2013	01/03/2013	SN	<a href="#">Edit Info</a>	<a href="#">Reset Diploma Type</a>
123456789	John	Smith	01/01/1994	AH	01/03/2013	01/03/2013	NF	<a href="#">Edit Info</a>	<a href="#">Reset Diploma Type</a>

## EDIT A STUDENT RECORD

To edit a student record once it has been added to CHIPS, click the “Edit Info” link towards the end of that student's record.

SFA CHIPS Application

[Home](#)
[Students](#)
[School](#)
[Password](#)
[Upload](#)
[About](#)

List of Students

Year: 2013
High School: 8888 - AAA Test High School
[Enter New Student](#)
[Diploma Type & Result Codes](#)

SSN	First Name	Last Name	Date of Birth	Diploma Type	Date added	Date Upd.	Result	Edit	Reset
987654321	Holly	Berry	11/14/1995	TH	01/03/2013	01/03/2013	SN	<a href="#">Edit Info</a>	<a href="#">Reset Diploma Type</a>
123456789	John	Smith	01/01/1994	AH	01/03/2013	01/03/2013	NF	<a href="#">Edit Info</a>	<a href="#">Reset Diploma Type</a>

The following screen will display.

The screenshot shows the 'SFA CHIPS Application' interface. At the top, there is a blue header bar with the title 'SFA CHIPS Application' in yellow. To the right of the title is a navigation menu with buttons for 'Home', 'Students', 'School', 'Password', 'Upload', and 'About'. Below the header, the main content area is titled 'Edit Student'. Under this title, there is a section labeled 'Fields' which contains a form with the following fields: 'School Code:' (with value '8888'), 'Year:' (with value '2013'), 'SSN:' (with value '987654321'), 'First Name:' (with value 'Holly'), 'Last Name:' (with value 'Berry'), and 'DOB:' (with value '11/14/1995'). Below these fields is a 'Save' button. At the bottom left of the form area, there is a link labeled 'Back to List'.

You may update the student's social security number, first and last names and date of birth. Once all updated have been made to the record, click the "Save" button to return to the student list.

This is a close-up view of the 'Save' button in the 'Edit Student' form. A large red arrow points directly to the 'Save' button, which is located at the bottom of the form fields. The 'Back to List' link is visible below the button.

If a student's diploma type status has changed since initially entered into CHIPS, you may change the diploma type by clicking on the "Reset Diploma Type" link at the end of that student's record.

## SFA CHIPS Application

[Home](#)
[Students](#)
[School](#)
[Password](#)
[Upload](#)
[About](#)

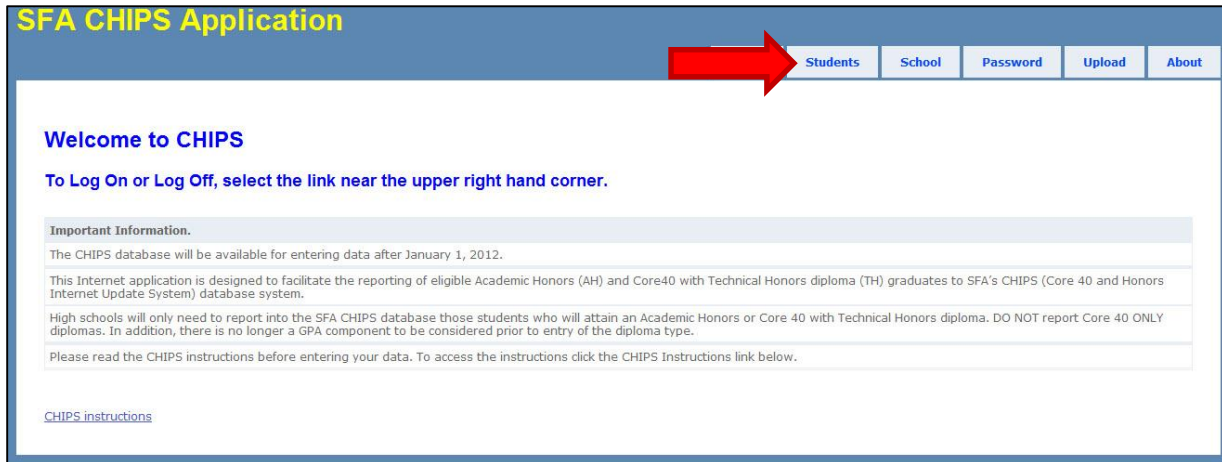
### List of Students

Year: 2013		High School: 8888 - AAA Test High School			<a href="#">Enter New Student</a>		<a href="#">Diploma Type &amp; Result Codes</a>		
SSN	First Name	Last Name	Date of Birth	Diploma Type	Date added	Date Upd.	Result	Edit	Reset
987654321	Holly	Berry	11/14/1995	TH	01/03/2013	01/03/2013	SN		<a href="#">Reset Diploma Type</a>
123456789	John	Smith	01/01/1994	AH	01/03/2013	01/03/2013	NF	<a href="#">Edit Info</a>	<a href="#">Reset Diploma Type</a>

From this screen, you will have the option to select Academic Honors, Technical Honors or Neither. The Neither option should be used to update the record for a student previously entered into CHIPS who has failed to earn the Academic or Technical Honors diploma previously indicated.

## V. VIEW AND ANALYZE THE DATA

To view the list of students' data records, select the "Students" tab.



**SFA CHIPS Application**

**Welcome to CHIPS**

To Log On or Log Off, select the link near the upper right hand corner.

**Important Information.**

The CHIPS database will be available for entering data after January 1, 2012.

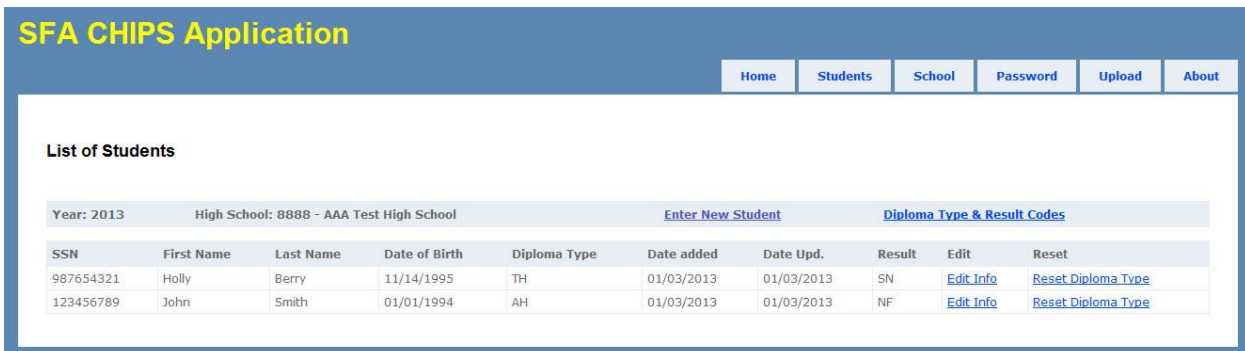
This Internet application is designed to facilitate the reporting of eligible Academic Honors (AH) and Core40 with Technical Honors diploma (TH) graduates to SFA's CHIPS (Core 40 and Honors Internet Update System) database system.

High schools will only need to report into the SFA CHIPS database those students who will attain an Academic Honors or Core 40 with Technical Honors diploma. DO NOT report Core 40 ONLY diplomas. In addition, there is no longer a GPA component to be considered prior to entry of the diploma type.

Please read the CHIPS instructions before entering your data. To access the instructions click the CHIPS Instructions link below.

[CHIPS instructions](#)

The required data fields (SSN, First Name, Last Name, Date of Birth and Diploma Type) for each student will be displayed. If you notice an issue with a student's record, please follow the steps outlined under Edit a Student Record.



**SFA CHIPS Application**

**List of Students**

Year: 2013      High School: 8888 - AAA Test High School      [Enter New Student](#)      [Diploma Type & Result Codes](#)

SSN	First Name	Last Name	Date of Birth	Diploma Type	Date added	Date Upd.	Result	Edit	Reset
987654321	Holly	Berry	11/14/1995	TH	01/03/2013	01/03/2013	SN	<a href="#">Edit Info</a>	<a href="#">Reset Diploma Type</a>
123456789	John	Smith	01/01/1994	AH	01/03/2013	01/03/2013	NF	<a href="#">Edit Info</a>	<a href="#">Reset Diploma Type</a>

## RESULT

The result column is an indicator of whether the data entered into CHIPS matches the FAFSA data on file with CHE.



The screenshot shows the 'SFA CHIPS Application' web interface. At the top, there is a navigation bar with links: Home, Students, School, Password, Upload, and About. Below this, the 'List of Students' section is visible. It includes filters for 'Year: 2013' and 'High School: 8888 - AAA Test High School', along with links for 'Enter New Student' and 'Diploma Type & Result Codes'. A table lists student information with columns: SSN, First Name, Last Name, Date of Birth, Diploma Type, Date added, and Result. A red arrow points to the 'Result' column. The first row of data shows SSN 987654321, First Name Holly, Last Name Barry, Date of Birth 11/14/1995, Diploma Type TH, Date added 01/03/2013, and Result SN.

SSN	First Name	Last Name	Date of Birth	Diploma Type	Date added	Result	Edit	Reset
987654321	Holly	Barry	11/14/1995	TH	01/03/2013	SN	Edit Info	Reset Diploma Type

It is **CRITICAL** that this information matches. If there is no match, the student cannot be awarded the incentive increase to his or her Frank O'Bannon award.

Below is a list of the possible result codes and their meanings:

- SN**     *The information in CHIPS has been entered incorrectly or the student has not filed a FAFSA.*
- NF**     *No FAFSA exists for the current year. There is no marriage of information from the current year FAFSA with what was reported in CHIPS. Therefore, the eligibility for the incentive increase cannot be determined.*
- NM**     *The last name in CHIPS does not match that reported on the FAFSA.*
- DN**     *Neither the date of birth or the last name reported in CHIPS match the FAFSA data. The SSN could be incorrect.*
- DB**     *The date of birth in CHIPS does not match that reported on the FAFSA.*
- OK**     *Program data in CHIPS and FAFSA data are cohesive.*

Because the initial deadline to report students is March 11, 2016 and the FAFSA filing deadline March 10, 2016, you may find that many of your students have the SN code. This is completely normal.

However to ensure that each eligible student receives his or her incentive increase, you may need to take action to enable a "match" and achieve the "OK" result code following the March 11, 2016 deadline. As such June 15, 2016 is the deadline for FINAL updates to the CHIPS data.

If you need assistance in resolving the code, please contact CHE at [ahdc40@che.in.gov](mailto:ahdc40@che.in.gov). Do NOT email a student's full social security number.